



### Requirements for All Consumable Products:

**The sampling & insurance requirements apply to ALL exhibitors selling consumable items even if not sampling. The deadline is October 18, 2022.**

**You will NOT be allowed to exhibit if you fail to submit the required documents by the due date.**

#### Pre-show Checklist (complete ALL by October 18, 2022):

- Contract booth space with the Oklahoma Christmas Show with complete product list.
- Visit <https://okstatefair.wufoo.com/forms/z1azi8ns0cfmqnu/> and complete sampling form.
- Email Certificate of Insurance to [James.Johnson@okstatefair.com](mailto:James.Johnson@okstatefair.com) and [Hannahl@mpeshows.com](mailto:Hannahl@mpeshows.com).
- Contact Oklahoma County Health Department to apply for a Temporary Health Vendor Permit for licensing and inspection. Permits must be obtained to distribute food and beverages.

#### Show Time Checklist:

- Have a food thermometer.
- Be in your booth space at the show for the health department inspection. This inspection will be determined by the health department on either Thursday, November, 10<sup>th</sup> or Friday, November 11<sup>th</sup>. Be on the lookout in OCTOBER for this notification email.

#### Important Sampling and Food Distribution Details

- Exhibitor is responsible for securing an Oklahoma State Health Permit. If you have an active permit, the ORIGINAL does need to be displayed, or you will be required to purchase a temporary permit from the health department.
  - Any questions on licensing and permits can be answered by contacting the Oklahoma State Department of Health at (405) 425-4327 or email [CHSLicensing@health.ok.gov](mailto:CHSLicensing@health.ok.gov).
- Limit sample sizes for all items distributed:
  - Beverages limited to maximum of 2 oz. containers
  - Food items limited to “bite size” (1 oz. or less)
- If water is used for sampling, it must be **AQUAFINA** brand water **ONLY**
- Food & beverage items used as traffic promoters (i.e. candy, coffee, popcorn, bottled waters, sodas, bar service, etc.) **MUST** be purchased from OKC Fairgrounds, Inc., Food & Beverage Operation. Please contact the Catering Office with questions on traffic promotion items.

## Insurance Requirements

- Exhibitor shall procure and maintain - in full force - a policy or policies of commercial general liability insurance covering claims, demands, or actions arising out of or in connection with the vendor's business. The limits of such policy or policies to be in an amount not less than \$1,000,000 per occurrence and shall include products liability coverage.
- Exhibitor(s) selling wine must provide proof of liquor liability coverage with \$1,000,000 per occurrence limits.
- It is required that insurance is with a company or companies having an AM Best rating of A- or better. Every vendor must comply with Oklahoma Labor Laws by having valid workers' compensation insurance coverage for all employees working their operations.
- A Certificate of insurance must be provided by the vendor prior to working on the grounds by the deadline listed above.
- Coverage must start at the beginning of show move in and ends the last day of move out.
- Vendor name must match Show contract. The certificate must name the following as additional insured: ***Oklahoma State Fair, Inc, City of Oklahoma City, Oklahoma City Public Property Authority & Marketplace Events LLC & Oklahoma Christmas Show.***
- Refer to the [OKX Exhibitor Kit](#) on the website for an easy to set up policy.

## Immediately Consumable Food - Additional Requirements

- 35% commission on all food and beverage sales paid to the OKC Fairgrounds.
- Supply register readings to the OKC Fairgrounds
- Comply with beverage pouring rights contract and pricing on beverages.
- For cooking equipment, must receive prior approval of OKC Fairgrounds, Inc. Food & Beverage Operation.

## Questions?

Call 888.988.1839 or email [Hannahl@mpeshows.com](mailto:Hannahl@mpeshows.com)